

INSTRUCTIONS: Renewal of Active Individual and Business Certifications

Carefully read all instructions before completing the application. Incomplete applications will result in rejection. For additional assistance, call the Certification and Licensing Division at **(602) 452-3378**, or e-mail: pfp@courts.az.gov. All renewal applications will be done online using the Arizona Judicial Branch Certification & Licensing Portal:

<https://azcourts.force.com/cldlicensing/s/>

1. **Clearly print or type all information.** Each section must be completed. Do not leave blank spaces. If a section does not apply, mark the space “Not Applicable” or “N/A.”
2. **Fees.** The two-year renewal fee for Active-status Individual or Business applications submitted before May 1, 2022 is \$400. The fee on or after May 1, 2022 is \$450. Fees are **NON-REFUNDABLE** and must be paid using a credit card at the end of the application process.
3. **Bond Information.** Show proof of a current bond at the time of submitting the renewal application by uploading a copy of the bond when instructed to do so.
4. **Complete the Continuing Education Form.** Scan the completed form and certificates of completion (proof you completed the classes) and upload them to the application when instructed to do so. Registration forms indicating you have signed up for continuing education activities are NOT acceptable documentation.
5. **Background Information.** Responses to background information questions should only include information not already disclosed on a prior renewal. The questions should all be read, “Since you last renewed...” If you answer “**Yes**” to any question in the Background Section of the application, you are required to upload:
 - A **SIGNED** statement describing **in detail** all incidents including (1) names of the parties involved, (2) dates and locations, (3) the names and localities of any courts and administrative agencies involved, (4) the disposition of each matter, (5) whether the conviction, plea or finding was for a felony, misdemeanor, or open-ended charge. Scan and attach the background information to the renewal application when requested to do so.
6. **Sign, scan, and upload the Authorization, Release, and Affirmation Form** and upload the form to the renewal application when instructed to do so.